



## **Program Assistant, Youth Programs Position Announcement**

<b>Job Title:</b>	Program Assistant, Youth Programs
<b>Reports To:</b>	Bilingual Youth Programs Manager
<b>Status:</b>	Part-time, Term, Hourly, Non-Exempt
<b>Employment Term:</b>	September 2022 through May 2023

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Want to play your part in equity-focused conservation education with diverse local communities? Ready to roll up your sleeves and work directly with youth to build the next generation of conservationists? Want to be part of a talented, deeply committed and national award-winning conservation organization? Then please read on!

Sonoma Land Trust (SLT) is looking for an energetic and detail-oriented program assistant to help implement community engagement and youth education programs. SLT serves a diverse audience with broad cultural heritages, socioeconomic backgrounds, genders and orientations. We encourage applications from candidates who reflect and value the audiences and populations we serve.

### **Overview**

The Program Assistant is supervised and managed by the Bilingual Youth Programs Manager and assists the implementation of planned educational activities for youth program participants including the Students Learning in Marsh Environments (SLIME) school fieldtrip and Conservation Council youth development programs.

The position includes scheduling and facilitating in-person and virtual educational programs as well as supporting youth development activities with participants. Some programs are offered in Spanish, in which case this position will support program delivery by the Bilingual Youth Programs Manager. This position requires both traditional and remote work as well as weekend work as part of the regular schedule.

### **Primary Responsibilities**

- Assist in coordinating and scheduling school field trips
- Conduct outreach to schools, teachers and administration in-person and/or virtually
- Conduct SLIME virtually through videoconferencing platforms (Zoom and Google Meets) and in-person
- Conduct SLIME pre-field trip classroom presentations at schools
- Assist the facilitation of in-person field trips to the Sonoma Baylands tidal wetlands
- Assist in conducting workshops, field days and outings for the Conservation Council
- Review and monitor data input for Conservation Council research
- Lead hands-on nature, science and team building games and activities
- Provide guidance, leadership and support to participants
- Track time for designated grants accurately
- Track schools and participant information in program database
- Track participant attendance and other data points for grants
- Provide safe and responsible transportation using Land Trust vehicles for program participants
- Other duties as assigned

## **Essential Qualifications**

- High school diploma required; additional education and/or experience with environmental education, public recreation and/or nature-based programming preferred
- Bilingual in Spanish/English strongly preferred
- Background and/or experience in working with youth and group management with the ability to connect with young people in the classroom and outside of the school setting
- Ability to be outgoing, enthusiastic and motivational with participants
- An enthusiasm for nature and connecting diverse audiences to the outdoors
- Able to have positive and professional communication with school staff and colleagues
- Ability to work independently and collaboratively
- Ability to hike up to three miles per day over steep and rugged terrain and lift and carry up to 30 pounds
- Competency with computer operations, specifically Microsoft Office Word and Excel, Box and Google Drive in a Windows environment, and familiarity with internet use and video conferencing platforms
- Ability to work weekends and evenings
- Ability to work remotely
- Must pass the Live Scan fingerprint background check
- Current certifications in CPR/First Aid preferred
- Must have access to transportation and valid California driver's license

## **Schedule, Salary and Benefits:**

Position is 30-32 hours/week – a part-time, seasonal, non-exempt position without benefits.

The wage for this position is \$21/hour.

This position is located at the Sonoma Land Trust office in Santa Rosa, California. Staff are working in a hybrid model. Field work is required, including on weekends.

## **About Sonoma Land Trust**

Sonoma Land Trust works in alliance with nature to conserve and restore the integrity of the land, with a focus on climate resiliency. The organization is also committed to ensuring more equitable access to the outdoors. Since 1976, the non-profit Land Trust has protected over 56,000 acres of scenic, natural, agricultural and open land for future generations. Sonoma Land Trust is accredited by the Land Trust Accreditation Commission and was the recipient of the 2019 Land Trust Alliance Award of Excellence. For more information, please visit [Sonoma Land Trust's website](#).

We are passionate about building and sustaining an inclusive and equitable working environment that is representative of the communities we serve. We know that having varied perspectives leads to better outcomes to solve the complex problems of conservation, climate change and environmental justice in Sonoma County.

## **To Apply:**

Please send your resume and cover letter to [staffing@sonomalandtrust.org](mailto:staffing@sonomalandtrust.org).

The position closes August 25. Submitting your application early is highly encouraged.

## **Sonoma Land Trust is an Equal Opportunity Employer**

We strive to create a diverse and inclusive organization and encourage applicants from all cultures, races, colors, religions, national or regional origins, sexes, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.